

**WATER QUALITY PROGRAM
FISCAL YEAR 1999**

ANNUAL ACCOMPLISHMENTS REPORTING GUIDELINES

Please note that annual accomplishment reports are required. For FY 99, they are due no later than June 30, 2000. Failure to submit reports as required will jeopardize future funding.

I. WATER QUALITY COMPONENTS

Annual Accomplishment Reports must provide details regarding specific, measurable impacts (outcomes) of project accomplishments. Narrative responses should be supported with data, and should address the project objectives.

A. Cooperation with Agencies and Organizations

A key element to the success of every project is the degree to which coordination, communication, and collaboration occurs among Federal, state, and local agencies and organizations. Describe how the project is managed to result in closer communication or coordinated efforts among agencies, steering committees, or other institutions.

B. Impacts (Outcomes) of Informational and Educational Activities

IMPACTS WITHIN THE PROJECT AREA: Describe how significant information and education activities resulted in more informed and educated project cooperators and other producers, organizations, agency staff, elected officials, and the general public. Describe impacts or outcomes within the project area and indicate how targeted educational programs helped achieve project goals.

IMPACTS OUTSIDE THE PROJECT AREA: Projects seldom have physical boundaries that conform to program realities, such as the inclusiveness of communication media. This makes it important to document the impacts of the water quality projects beyond the project areas. Include a clear, narrative description of the direct and indirect impacts of project activities beyond the project area. These impacts and/or influences may include new inter-agency coalitions, innovative project management, technical practices applied, increased implementation, support for workshops, field days, tours and meetings held outside the project area, or the use of project-developed program materials in other areas. Also include program efforts planned and implemented in the project area for audiences outside the project area.

C. Farming Practices, Water Quality Practices, and Resource Management System Implementation

Describe accomplishments regarding adoption and installation of improved farming practices, water quality practices, and resource management systems.

D. Reduction in Nutrient and Pesticide Use

Report estimated reductions in the actual use or application of nutrients and pesticides. For nutrients, account for total net reductions resulting from all sources, including inorganic fertilizers, plant residues, animal waste, and other organic materials. Also account for reductions which may result from improved management and changes in application procedures including: split applications, banding, elimination of fall application, as well as others.

For pesticides, estimates should consider direct reductions (conversion from an identified, priority contaminant to a compound of lesser “risk”) as well as indirect (use of ICM or IPM which leads to a chemical being used less frequently than before.) In the case of indirect reductions, estimates should be based on the reduction expected over no longer than a normal 3-5 year period.

E. Reduction in Contaminants Lost from Field

Report estimates of the reduction of selected contaminants leaving the bottom of the root zone or edge of the field. Provide the best estimate regarding the effects of these direct reductions, along with other associated practices and management measures, on the delivery of each pollutant to the bottom of the root zone, or the edge of field, as appropriate. These estimates should be the result of mass balance monitoring, process modeling, or a combination of these.

F. Offsite Objectives

Those project that identify specific off-site objectives, should include an estimate of change in loading and/or other physical, chemical, or biological change. Due to the complexity associated with groundwater or watershed scale models, information regarding off-site loading may not be available for all projects. However, if an effort to develop this technology is being pursued in a project area, this information should be included in the annual report.

II. ENDANGERED SPECIES AND CULTURAL PRESERVATION ACTIVITIES

For those projects that are involved in project activities benefitting endangered species, or protecting historic or cultural resources, this section provides the opportunity to

highlight and share these activities.

Identify and describe any project activities that address either endangered species or historic/cultural resources. Please be specific and address each species/resource separately.

1. Name of species/resource
2. Description of activities.
3. Impact on target species.

III. MEASURED CHANGES IN WATER QUALITY

Report and describe measured changes in water quality obtained by monitoring when and where available.

Measured changes in water quality may include changes in chemical concentrations, and changes in physical or biological systems (i.e., reduction in BOD, fecal coliform, turbidity, change in temperature regime, increased biologic diversity, etc.).

IV. IMPACTS ON WATER USE AND IMPAIRMENTS

Describe and interpret the impacts that the identified accomplishments have had, or are projected to have, on current water use or impairments. Federal, state, or local standards should be used as a point of reference for describing the effects of impacts. Where no standards exist, use an established goal for the point of reference.

V. ECONOMICS

- A.** For representative resource/cropping situation in project area select one or more representative farms or sites:
1. Describe the baseline practices, systems, and input use.
 2. Describe the water quality systems/practices that were implemented and list the direct costs associated with implementing them.
 3. Estimate change in production practices, input use, and costs associated with implementation of these production systems/practices.
- B.** Indicate Federal, state, and local assistance (both monetary and staff assistance) provided to implement project plan of work during the fiscal year being reported.

VI. ONE-PAGE FACT SHEET

Provide the name of the project, project liaison(s), telephone number(s), e-mail address(es), history of the project (one to two paragraphs), objectives/goals, partners, accomplishments, and impacts (one page front and back). The format for the fact sheet is included with this package. The fact sheet should be clear, concise, and photo-ready. This information can be included on the Internet Water Quality web page to highlight State accomplishments. It also may be used to share information among the States to solicit additional funding from other Federal, State, and local agencies and private industry. The fact sheet also will provide support to the impacts of the Government Performance and Results Act.

An electronic version (template) of the fact sheet is available from the CSREES Water Quality Team. The Water Quality contacts are listed in the RFP; please contact one of them for a copy of the template, or additional information.